

INSTRUCTIONS TO DRIVERS  
OF  
TRUCKS AND HEAVY EQUIPMENT

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1. GENERAL

1.01 These instructions cover the methods and precautions to be observed by drivers in handling trucks and heavy equipment under usual conditions. Where other than the standard methods are being considered for use in a particular case, approval of the non-standard procedure should be obtained before the work is undertaken.

1.02 The general instructions outlined for all employee drivers in Section J4.901, "Care and Operation of Motor Vehicles," shall be strictly observed.

1.03 In addition, all practices, specifications and instructions pertaining to the operation of motor vehicles, construction apparatus, and associated equipment, such as those covering the operation of pole derricks, cable reel trailers, etc., now in effect and subsequently to be issued, shall be considered as supplementing these instructions. They shall be followed whenever applicable.

1.04 All employee drivers shall secure copies of state and local regulations governing

the operation of motor vehicles and trailers. Transportation foremen and supervisors should ascertain that all employee drivers have read these instructions and understand them.

## 2. LOADING

2.01 Always load in such a manner that the weight will be distributed equally over the bed of the truck.

2.02 Do not exceed the permissible weights as indicated by plates attached to the truck or the capacity recommended by the manufacturer.

2.03 Secure all loads so that no portion of a load may swing loosely from the truck.

2.04 In so far as it is practicable, avoid loads which overhang the end or sides of the truck.

2.05 When the load on any motor vehicle or trailer projects four feet or more beyond the rear of the body, two red lights must be displayed at the extreme end of the load during hours when lights are required. At other times, a red flag not smaller than 16 inches square shall be displayed at the extreme rear of the load.

## 3. ATTACHMENT OF TRAILERS

3.01 Make sure that the towing hook, trailer tongue and safety chains are in good condition and that proper connection to the truck has been effected.

3.02 Do not attempt to move a loaded trailer by hand.

3.03 When a trailer equipped with brakes is coupled to a truck fitted for trailer brake operation, be sure that the air hose or brake line is coupled and in working order.

#### 4. TRUCK AND TRAILER OPERATION

4.01 Drivers of power-equipped trucks must be thoroughly familiar with the control and operation of the winch.

4.02 Before leaving the garage, the brakes of all vehicles hauling trailers must be inspected and tested to insure that they are functioning properly and are adequate to control the combination. If required, the brakes must be adjusted or repaired before proceeding.

4.03 The speed of a combination of vehicles shall be so regulated that the equipment can be brought to a complete stop within a reasonable distance, consistent with the prevailing conditions. This may mean speeds as low as five miles per hour. The maximum allowable speed for a truck and trailer is 25 miles per hour.

4.04 If the trailer is fitted with brakes controlled from the cab of the truck, the trailer brakes shall generally be applied when slowing or stopping, before engaging the truck brakes.

4.05 In parking or backing a truck in which two or more men, including the employee driver, are riding, one man shall aid the employee driver by directing the movement of the truck and warning traffic.

#### 5. TRAFFIC REGULATIONS

5.01 All signs and signals erected by the State Highway Commission and by local authorities for the warning and direction of traffic MUST BE OBEYED.

5.02 The driver of any motor truck, when traveling upon a highway outside of a business or residential district, shall not follow another truck within 150 feet except when overtaking and passing or when travelling in a lane especially designated for use by motor trucks.

## 6. ACCIDENTS

6.01 Whenever an accident occurs which involves any company-owned or operated equipment, the employee shall notify his supervisor and the chief special agent's office immediately, and shall furnish them with all of the detailed information available as to time, location, names of persons involved, description of vehicles and license numbers, extent of damage, weather conditions, direction of travel, etc.

6.02 Employees shall render whatever aid is possible to injured persons.

6.03 Employees shall secure the names and addresses of as many witnesses to the accident as it is possible to obtain.

6.04 Employees shall not engage in extended debate with other persons as to responsibility and shall confine the discussion to an amicable exchange of information.